

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

July 12, 2007

|                   |                                       |                         |                               |
|-------------------|---------------------------------------|-------------------------|-------------------------------|
| <b>Job Title:</b> | Substitute Teacher                    | <b>Position No.:</b>    | 93073                         |
| <b>Division:</b>  | Juvenile Corrections                  | <b>Bargaining Unit:</b> | No                            |
| <b>Location:</b>  | Boulder Riverside Youth Care Facility | <b>Supplement:</b>      | No                            |
| <b>Status:</b>    | Aggregate Relief Position             | <b>Shift:</b>           | Various day time school hours |
| <b>Salary:</b>    | \$13.33                               |                         |                               |

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311

P.O. Box 201301

**fax to** (406)444- 4551    **email to** hrcen@mt.gov

1539 11th Ave.,

Helena, MT 59620-1301

**Position is open until filled.** Applications will be reviewed monthly.

Application materials are available on the web at [www.mt.gov/statejobs/statejobs.asp](http://www.mt.gov/statejobs/statejobs.asp)

**Special Information:** Physical demands can be strenuous when applying nonviolent crisis intervention techniques with offenders during escapes, disturbances or when offenders act out in class. The offender population may demonstrate oppositional behaviors and substitute teachers are expected to confront offenders and take disciplinary action within facility policies and procedures. Substitutes are needed for Social Studies, Science, Math, English, Physical Education, Vocational Education and Keyboarding classes. The education unit provides educational opportunities to students on a daily basis, 12 months of the year. Instruction ranges from the traditional classroom model to new and innovative models that use experiential or authentic learning opportunities as a basis. **Applicants hired will be required to take a tuberculosis test or provide medical documentation of recent testing.**

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:** Provides classroom guidance and supervision. Responsibilities include: enforcing rules; providing guidance in social skills and work habits; observing and evaluating school behavior and academic achievement documenting academic and behavioral information to provide accurate, detailed information to teacher's and facility staff; position supervises and counsels students; motivates, challenges and stimulates students by providing educational materials and opportunities that are suited to student skill levels and emotional status; serves as a positive role model; monitors the administers educational or psychological testing materials; leads students in physical education activities; performs other duties as assigned.

**Qualifications:** Knowledge of the teaching and classroom discipline methods. Working knowledge of normal and adolescent behaviors, and education strategies for delinquent youth preferred. Skill in the use of discipline, conflict resolution, counseling and mediation to manage student behaviors required. Skill in the use of computers. Ability to communicate effectively orally and in writing. Demonstrated ability to establish positive rapport and effective working relationships with students and staff. Ability to propose alternative education plans to meet the needs of a special population.

- Remains alert in a high-risk environment; follows detailed procedures & ensures accuracy in documentation & data; carefully monitors gauges, instruments, or processes; concentrates on routine work details, & organizes & maintains a system of records.
- Clearly presents information through the spoken or written word; reads & interpret complex information; talk with customers or clients; listens well.
- Stays informed of current industry trends; learns & applies new concepts & demonstrates career self-reliance; identifies own areas of opportunity & set & monitors self-development goals.
- Maintains a solution-oriented approach while dealing with interpersonal conflict, hazardous conditions, personal rejection, or time demands.
- Remains open-minded & changes opinions on the basis of new information; performs a wide variety of tasks & changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.
- Convinces others in both positive or negative circumstances; uses tact when expressing ideas or opinions; presents new ideas to authority figures; adapts presentations to suit a particular audience; responds to objections successfully.
- Develops rapport with others & recognizes their concerns & feelings; builds & maintains long-term associations based on trust; helps others.
- Adapts behavior to others' styles; interacts with people who have different values, cultures, or backgrounds; is of service to difficult people; optimizes the benefits of having a diverse workforce.

**Education and Experience:** Combination of education and experience equivalent to a Bachelors Degree in Education with course work in adolescent psychology, sociology, or human services. Certification to teach in the state of Montana and teaching experience is preferred. Must possess a state of Montana Drivers License.

**THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** Relief Substitute Teachers work in an "on-call" status and become eligible for benefits only when they work 20 hours or more on a weekly basis. Full-time positions will be eligible for paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Part-time employees (between 20 and 39 hours per week) will be eligible benefits, with accrued benefits (annual leave, sick and holiday pay) offered on a prorated basis. Successful applicants will be required to complete a six-month trial/probationary period.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**\*\*SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE\*\***

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

|                                |  |
|--------------------------------|--|
| <b>Applicant's Name:</b>       |  |
| <b>Other names Used:</b>       |  |
| <b>Social Security Number:</b> |  |
| <b>Date of Birth:</b>          |  |

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_ No \_\_\_\_ Yes    Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_